

DC DEPARTMENT OF HUMAN RESOURCES

FUNCTIONAL STATEMENTS (SAMPLE)

The below sample functional statements are for illustrative purposes only.

Office of the Director

The Office of the Director (OOD) provides executive management and recruitment; policy direction; strategic and financial planning; public relations; and resource management; support for DCHR and consultation to the Mayor and members of the Cabinet on human resource issues. OOD controls and disseminates work assignments and coordinates agency operations to ensure the attainment of the agency's goals and objectives. OOD oversees the following administrations:

Benefits and Retirement Administration

The Benefits and Retirement Administration (BRA) is responsible for the service delivery of the District's benefits program and policies for 32,000 benefit-eligible employees and retirees (pre and post October 1, 1987). This includes the plan management, contracting, and communication for all health, voluntary, and retirement programs. In addition, BRA oversees the Police and Firefighters' Retirement and Relief Board, which makes determinations and decisions on all retirement and survivor benefit claims and cases.

Center for Learning and Development

The Center for Learning and Development provides training, workforce planning and organizational development programs, and activities that increase the knowledge, skills, and competencies of District government employees, to enable them to provide the highest quality and most cost-effective services to the District of Columbia.

Human Resources Solutions Administration

The Human Resources Solutions Administration (HRSA) provides recruitment, position management, and classification assistance to the District of Columbia government. HRSA establishes official classification descriptions, designs and develops classifications, and develops recruitment management policies, procedures, and regulations. HRSA delivers expert advice to District government agencies in the areas of classification and classification policies, Fair Labor Standards Act (FLSA), and recruitment and retention issues. HRSA also provides assistance to HR Advisors; provides staffing and recruitment support to subordinate agencies with delegated recruitment and selection authority, as well as other subordinate and independent agencies; and conducts recruitment.

Office of the General Counsel

The Office of the General Counsel (OGC) provides legal support and advice to DCHR and District agencies on a wide variety of personnel matters arising under the Comprehensive Merit Personnel Act, District Personnel Manual, and other federal and District personnel and employment laws. Additionally, OGC provides litigation support to the Office of the Attorney General and Police and Firefighters' Retirement and Relief Board regarding pending legal matters.

Policy and Compliance Administration

The Policy and Compliance Administration (PCA) designs, implements and oversees unified personnel standards to support a safe, and effective work environment. The Administration carries out its mission by collaborating with District agencies to develop modern and useful personnel practices, developing and supporting government-wide compensation strategies, assisting agencies and employees to achieve success through amicable conflict resolution, and auditing and monitoring personnel standards and practices to achieve strategic personnel goals. PCA is comprised of a Compliance Unit and a Policy Unit.

- **Policy Unit.** The policy team seeks to develop modern and usable personnel tools to ensure a supportive one-city work environment that results in superior public service.
- **Compliance Unit.** The compliance team audits and monitors employee suitability to support the District of Columbia Government's strategic staffing objectives.

Strategic Human Capital

Strategic Human Capital (SHC) provides oversight and full cycle management of the human capital planning process. This includes promoting and managing employee performance management, developing organizational strategies based on internal and external workforce data; and translating strategy into effective and actionable initiatives. Work includes establishing appropriate metrics, providing solutions based on results, and monitoring outcomes to ensure the objectives are achieved. The division's activities include benchmarking, researching best practices, executing business process improvement initiatives, and recommending changes to enhance targeted human capital goals in support of District priorities. SHC is also responsible for providing IT direction for the agency and supports PeopleSoft, the District government's Human Resources Information System.